

WASHINGTON STATE CONSERVATION COMMISSION REGULAR MEETING

MINUTES

SHELTON, WASHINGTON
JANUARY 15, 2004

The Washington State Conservation Commission (Commission) met in regular session January 15, 2004, at the Squaxin Island Tribal Museum in Shelton, Washington. Commission Chair Eriksen called the meeting to order at 8:35 a.m.

SUMMARY OF MOTIONS & ACTION ITEMS

1. **Commissioner Brown moved to approve the staff recommendation to pay the budgeted costs and any overage costs will be split between the district and the Commission for the remainder of the 2003-05 biennium. The Commission will reexamine the issue for the 2005-07 biennium at the March Meeting. Commissioner Peters seconded. Motion passed. Commissioner Stoker voted no.**
It was agreed by the Commission that more discussion is needed. Commission staff will continue to work with the State Auditor's Office.
2. **Commissioner Brown moved to approve the Supervisor appointment of Christy LaFayette to the Pend Oreille Conservation District. Commissioner Peters seconded. Motion passed.**
3. **Commissioner Adams moved to approve the Supervisor election of George Poulson to the Franklin Conservation District. Commissioner Peters seconded. Motion passed.**
4. **Commissioner Brown moved to approve the December 2003 Meeting Minutes with noted correction. Commissioner Stoker seconded. Motion passed.**
5. ***Cultural Resources:*** Commission staff is working on the letter to FSA regarding national help and plant issues.
6. **Commissioner Adams moved to approve as the recommendation of from Commission staff on the Irrigation Efficiencies Grant Hold-Down Standards. Commissioner Faulconer seconded. Motion passed.**
Commissioner Brown moved that the Commission Chair prepare an informational letter to the Department of Ecology and the Department of Fish and Wildlife of the adopted Hold-Down Standards and their role and responsibilities in the implementation of the Irrigation Efficiencies grant. Commissioner Stoker seconded. Motion passed.
7. **Commissioner Reid moved to authorize Commission Grant staff to amend the eight district grant contracts to acknowledge the extension to June 30, 2005. Commissioner Bahrych seconded. Motion passed.**
8. ***March Meeting:*** A final analysis of the technical assistance and cost share expended will be presented. Legislature budget determination on reappropriation funding will be presented. Ms. Becker explained the budget process regarding budget requests for dairy technical assistance and cost share.
9. ***Dairy Appeals:***
Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of Jerry Lanting, Case No. 03-5-9396 heard telephonically on December 17, 2003. Commissioner Peters seconded. Motion passed. The extension request is granted.

1 Commissioner Stoker moved to approve the Dairy Appeal recommendation to deny the extension
2 request of Leonard Soler, Case No. 03-10-8279 heard on December 16, 2003. Commissioner Reid
3 seconded. Motion passed. The extension request is denied.
4

5 Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of
6 John and Cindy Stolz, Case No. 03-9-9588 heard on December 16, 2003. An extension to December
7 31, 2004 is granted. Commissioner Reid seconded. Motion passed. The extension request is
8 granted.
9

10 Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of
11 George and Diane Magnochi, Case No. 03-9-2023 heard on December 16, 2003. Commissioner Reid
12 seconded. Motion passed. The extension request is granted.
13

14 Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of
15 Richard and Eileen Hartzell, Case No. 03-7-4520 heard on December 17, 2003. Commissioner Reid
16 seconded. Motion failed. The extension request is denied.
17

18 Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of
19 George Huntingford, Case No. 03-2-4660 heard on December 17, 2003. Commissioner Reid
20 seconded. Motion passed. The extension request is granted.
21

22 Commission staff will contact the district for the actual amount for Mr. Huntingford's concrete slab.
23

24 Commissioners Adams, Brown, Boyum, and Stoker volunteered to participate in person or telephonically
25 on the panel for the Dairy Appeals.
26

27 It was determined by the Commission that the Dairy Appeals will be heard in their entirety at the March
28 Meeting.

29 10. **CREP** - The CREP subcommittee will be called together to discuss and make a recommendation on how
30 the reappropriation can be allocated.

31 11. **WACD CREP Taskforce Committee** - The committee is retrieving and evaluating statistical information
32 given by the districts to evaluate the needs and issues facing the CREP program and will present those
33 recommendations to the Commission at the March Meeting.

34 12. **Commissioner Stoker moved to accept sign up for CREP funding that does not require additional**
35 **commitment of state funds through the Washington State Conservation Commission. The current**
36 **suspension still stands but will be reviewed at the March 2004 Meeting. Commissioner Reid**
37 **seconded. Motion passed.**

38 13. **Strategic Planning** - It was agreed by the Commission that Strategic Planning will take place prior to the
39 March Meeting on March 17, 2004, beginning at 9:00 a.m. The conservation district tour will take place
40 in the late afternoon followed by the interactive dinner on the 17th. Information will be given to the
41 Commissioners prior to the planning meeting so that the framework can be set. The Commission staff
42 will make recommendations for the Strategic Plan to the Commissioners prior to their planning.

43 14. **District Reports** - WACD and WADE will personally call the districts that have not turned in the Annual
44 Activity Reports.

45 15. **Grant Monies Procedures** - The Commission directed staff to take a look at recommending guidelines for
46 moving grant monies to the Commission. When these types of decisions are made by the Chair and Vice
47 Chair, an email or phone call will be given to the rest of the Commissioners.

48 16. **WACD 2003 Resolutions** - Chairman Eriksen asked Mark Clark to work with WACD on the resolutions.

49 17. **Commissioner Peters moved to contribute \$10,000 towards Washington Association of District**
50 **Employees 2004 Annual Training Conference. Commissioner Faulconer seconded. Motion passed.**

18. Commissioner Brown moved to authorize the Executive Director, Chair, and Vice Chair participation in information and education to Washington State representatives to the Legislative Conference in Washington DC held in March 2004. Commissioner Boyum seconded. Motion passed.

Commissioner Brown moved to authorize the Executive Director participation and attendance at the National Association of State Conservation Agencies Strategic Planning Meeting to be held in Montana held in February 2004. Commissioner Boyum seconded. Motion passed.

19. *Information Technology Security Plan* - The Commission expressed strong interest in receiving a detailed summary of the IT Security Plan and assurance that the August 2004 deadline would be met by staff.

20. Commissioner Brown made a recommendation to extend Commissioner Eriksen as Chair and Commissioner Peters as Vice Chair. Commissioner Boyum moved for nominations to be closed. Commissioner Reid seconded. Motion passed.

ATTENDEES

Commission Members

Tracy Eriksen, Chair
Jim Peters, Vice Chair
Ed Adams, Member, WSU
Lynn Bahrych, Member
Lee Faulconer, Member, AG
Lynn Brown, Member
Jaclyn Reid, Member
Paul Stoker, Member, WACD
Bill Boyum, Member, DNR

Commission Staff

Mark Clark, Executive Director
Mary Anderson, Executive Assistant
Debbie Becker, Program Mgr.
Tom Salzer, Field Services Mgr.
Jon Culp, Irrigation Efficiencies Program Mgr.
Cheryl Witt, Contracts Specialist
Stu Trefry, Field Services Mgr.

Guests

John Larson, WADE
Gus Hughbanks, NRCS
Joe Kropf, Mason CD
George Boggs, Whatcom CD
Brett Bishop, Mason CD

Rod Hamilton, USDA, FSA
Fred Colvin, Thurston CD
Gary Schuyten, Mason CD
Jim Sims, Mason CD

LEGAL BUSINESS

Proposal for Audit Policy

Tom Salzer stated that the current Commission Policy allows payment for unanticipated overages on conservation district audits. The Commission considers each request for payment of unanticipated audit costs on a case-by-case basis. Mr. Salzer presented the Commission staff recommendation for a revised policy to cover unanticipated audit costs. Mr. Salzer reported that most district audits take approximately 48 audit hours. The negotiated amount is requested in the biennial budget.

A discussion followed regarding the budget for conservation district audits and the Commission's statutory role in issuing audit and accounting standards.

Commission Field Service Managers have found that a few conservation districts have had significant issues needing to be addressed. The Field Service Managers work with the districts and the State Auditor's Office on these issues which can result in excess costs. The Commission Grant Reviews performed by the Grants Staff will provide another opportunity to ensure that districts are following correct accounting procedures. These two mechanisms are expected to help detect and correct issues before they become so significant that excess audit costs are incurred.

Commissioner Brown moved to approve the staff recommendation to pay the budgeted costs and any overage costs will be split between the district and the Commission for the remainder of the 2003-05 biennium. The Commission will reexamine the issue for the 2005-07 biennium at the March Meeting. Commissioner Peters seconded. Motion passed. Commissioner Stoker voted no.

It was agreed by the Commission that more discussion is needed. Commission staff will continue to work with the State Auditor's Office.

Pend Oreille Conservation District Supervisor Appointment

Commissioner Brown moved to approve the Supervisor appointment of Christy LaFayette to the Pend Oreille Conservation District. Commissioner Peters seconded. Motion passed.

Franklin Conservation District Supervisor Elected

Commissioner Adams moved to approve the Supervisor election of George Poulson to the Franklin Conservation District. Commissioner Peters seconded. Motion passed.

Underwood Conservation District

Tom Salzer briefed the Commission on the status of the Underwood Conservation District 2003 Supervisor election. The election was not certified by the Commission due to an irregularity in the procedure. A petition was filed by the Underwood Conservation District to the Superior Court in Skamania and Klickitat counties requesting that the election be validated and order a new election. In the petition to the superior court, the Commission was named as a defendant.

Mason Conservation District

Mark Clark, Executive Director noted that the Mason Conservation District ongoing assessment is continuing in negotiation with all parties involved.

APPROVAL OF MINUTES

Commissioner Brown moved to approve the December 2003 Meeting Minutes with noted correction. Commissioner Stoker seconded. Motion passed.

REVIEW OF DECEMBER 2003 MEETING ACTION ITEMS

Mark Clark gave an update the action items from the December 3, 2003 Meeting that staff is continuing to work on.

- *Cultural Resources:* Commission staff is working on the letter to FSA regarding national help and plant issues.
 - *Election Issues:* Sharonne O'Shea, Assistant Attorney General, will be present at the March 2004 Meeting and address some of those issues with the Commission.
-

IRRIGATION EFFICIENCIES

Jon Culp presented the Projected Cost-Share Hold-down Guidelines and proposed Hold-Down Standard recommendation that was prepared by the Irrigation Efficiencies Steering Committee (technical advisory

committee). This standard is recommended so that every effort is made to ensure that the public's trust is protected by ensuring that all BMPs and their associated components reasonably contribute to the overall project object of increasing instream flows and are of reasonable cost.

The recommended Hold-Down Standard states:

1. No single program-eligible project/contract will be awarded cost-share to exceed the equivalent of \$400,000 per cubic foot per second (cfs). This is not a determination of eligibility. Proposals exceeding this ratio and not meeting acceptable hold-down exceptions will be funded up to the amount equivalent to \$400,000/cfs, with the remaining amount being the landowner's responsibility.
2. No single program-eligible project/contract will be awarded cost-share to exceed the equivalent of \$2,000 per acre served.

The published exceptions state that the proposal must be a conservation district priority and meet the direct approval of the district's board of supervisors prior to seeking an exception of the standard. All exceptions will be reviewed by the Technical Advisory Committee for a ruling. The following are the published exceptions:

1. A significant and measurable benefit to listed salmonids would be created by the implementation of the proposed project.
2. Implementation of this particular project is a key piece to a greater salmon recovery plan, watershed plan, or water quality/quantity improvement plan that is well documented on pointed of intention and timeline.
3. The higher cost of implementation in question can be reasonably proven and justified for reasons other than those stated above.

Commissioner Adams moved to approve as the recommendation of from Commission staff on the Irrigation Efficiencies Grant Hold-Down Standards. Commissioner Falconer seconded. Motion passed.

Discussion followed on the standards and exceptions on the program projects and information forwarded to the Department of Ecology and the Department of Fish and Wildlife.

Commissioner Brown moved that the Commission Chair prepare an informational letter to the Department of Ecology and the Department of Fish and Wildlife of the adopted Hold-Down Standards and their role and responsibilities in the implementation of the Irrigation Efficiencies grant. Commissioner Stoker seconded. Motion passed.

Informational Seminar on Irrigation Efficiencies Process and Procedures

Mr. Culp reported that a forum on Irrigation Efficiencies Process and Procedures will be held in Yakima on January 21, 2004, to raise the level of understanding to those participating. Mr. Culp welcomed the attendance of the Commission.

Department of Ecology Contract for Irrigation Efficiencies Extension

The Department of Ecology has extended the end date of the period of performance to June 30, 2005 and adjusted the FY03-05 budget accordingly.

Commissioner Reid moved to authorize Commission Grant staff to amend the eight district grant contracts to acknowledge the extension to June 30, 2005. Commissioner Bahrych seconded. Motion passed.

DAIRY PROGRAM UPDATE

Debbie Becker reported the numbers gathered in collaboration with the Department of Agriculture and the Dairy Federation of certified dairies. There are a total of 599 dairies. Of those 599 dairies, 476 will have achieved certification by December 31, 2003; 28 dairies have other certification dates (not in violation); 41 dairies are in the Commission appeals process which leave a total of 54 dairies that are not certified and would be subject to penalty by the Department of Agriculture. Congratulations to the districts for their hard work and efforts on those dairies achieving certification by December 31, 2003.

There was a discussion regarding the dairies that are out of compliance and the procedure that will follow.

March Meeting

- A final analysis of the technical assistance and cost share expended will be presented.

CONSERVATION COMMISSION DAIRY APPEALS

Debbie Becker requested concurrence of six appeals that were heard by the Conservation Commission Appeals Panel. The panels consisted of Commissioners Reid, Faulconer, Peters, and Peeler. Commission staff Debbie Becker and Marvin Johnson were also in attendance.

Case No. 03-5-9396, Jerry Lanting

Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of Jerry Lanting, Case No. 03-5-9396 heard telephonically on December 17, 2003. Commissioner Peters seconded. Motion passed. The extension request is granted.

Case No. 03-10-8279, Leonard Soler

Commissioner Stoker moved to approve the Dairy Appeal recommendation to deny the extension request of Leonard Soler, Case No. 03-10-8279 heard on December 16, 2003. Commissioner Reid seconded. Motion passed. The extension request is denied.

Case No. 03-9-9588, John and Cindy Stolz

Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of John and Cindy Stolz, Case No. 03-9-9588 heard on December 16, 2003. Commissioner Reid seconded. Motion passed. The extension request is granted.

Case No. 03-9-2023, George and Diane Magnochi

Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of George and Diane Magnochi, Case No. 03-9-2023 heard on December 16, 2003. Commissioner Reid seconded. Motion passed. The extension request is granted.

Case No. 03-7-4520, Richard and Eileen Hartzell

Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of Richard and Eileen Hartzell, Case No. 03-7-4520 heard on December 17, 2003. Commissioner Reid seconded. Motion failed. The extension request is denied.

Case No. 03-2-4660, George Huntingford

Commissioner Stoker moved to approve the Dairy Appeal recommendation extension request of George Huntingford, Case No. 03-2-4660 heard on December 17, 2003. Commissioner Reid seconded. Motion passed. The extension request is granted.

A discussion was held regarding the number cited for the concrete slab by Mr. Huntingford. Commission staff will contact the district for the actual amount for Mr. Huntingford's concrete slab.

Twenty Dairy Appeal Hearings are scheduled for January 21-23, 2004 in Lacey. Those recommendations will be presented at the March Meeting. Commissioners Adams, Brown, Boyum, and Stoker volunteered to participate in person or telephonically.

Eleven Dairy Appeal Hearings will be held in February 2004. Ms. Becker recommended that a special meeting be called to rule on all of the Dairy Appeals. Availability was discussed and the need for a special meeting. It was determined by the Commission that the appeals will be heard in their entirety at the March Meeting.

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) PROGRAM UPDATE

Debbie Becker informed the Commission that that CREP cost share was included in the Governor's supplemental request based on the budget submittal received from our budget analysts at the Office of Financial Management. The budget included \$2 million, for cost share and \$500,000 to backfill the PIP loan process. Commission staff worked with legislative staff and the Office of Financial Management (OFM) budget staff recommendations on the PIP loan process on reimbursements.

Mark Clark noted that staff will continue to work with OFM on this funding reimbursement issue. A discussion followed regarding expended funds.

Ms. Becker specified that the budget request submitted for the 2003-05 biennium in September 2002 was based on estimated spending information from districts. No reappropriation request was submitted based on the information we received because the assumption was that all funds would be spent. The Legislature actually reappropriated to the Commission the balance of the unspent authority from the Office of Financial Management in early December. This provides an additional \$575,000 to be used in cost share and maintenance for CREP projects. Commission staff recommends that the CREP subcommittee be called together to make recommendations on distribution of the funds.

WACD CREP Taskforce Subcommittee, George Boggs

George Boggs presented an activity report of the newly formed taskforce. WACD created the CREP taskforce as a formal committee to evaluate and make recommendations on the CREP program to WACD and the Commission. The committee is retrieving and evaluating statistical information given by the districts to evaluate the needs and issues facing the CREP program and will present those recommendations to the Commission at the March Meeting.

A discussion continued on the legislative activities surrounding CREP. WACD and the CREP Taskforce are actively involved. There is consensus that support for the CREP program continues. Numerous meetings have been held with key people in government not only by the Commission but by WACD as well.

Suspended CREP Contracts

Mark Clark recommended action to be taken regarding the suspension of new CREP contracts with the exception of districts finding funding other than the Washington State Conservation Commission to fulfill the contract.

Commissioner Stoker moved to accept sign up for CREP funding that does not require additional commitment of state funds through the Washington State

1 **Conservation Commission. The current suspension still stands but will be reviewed**
2 **at the March 2004 Meeting. Commissioner Reid seconded. Motion passed.**

3 A discussion was held. The Farm Service Agency will have the ability to approve the contracts with the
4 landowners who have available CREP cost share funding. The state will continue to bear the costs. It must
5 be understood by the landowner that the contract will continue through their contracted maintenance as well
6 and that if the suspension by the WSCC is lifted they will be ineligible to reapply for state funds.

7
8 **COMMISSION OPERATIONS**

9 ***Strategic Planning***

10 The WSCC Strategic Plan is due on May 1, 2004. Mark Clark suggested that the Commission plan to meet
11 and process the Plan and approve. The Strategic Plan needs to be completed by the March meeting to meet
12 the May 1st deadline.

13 It was agreed by the Commission that Strategic Planning will take place prior to the March Meeting on March
14 17, 2004, beginning at 9:00 a.m. The conservation district tour will take place in the late afternoon followed
15 by the interactive dinner on the 17th. Information will be given to the Commissioners prior to the planning
16 meeting so that the framework can be set. The Commission staff will make recommendations for the
17 Strategic Plan to the Commissioners prior to their planning.

18
19 **CONSERVATION COMMISSION GRANT PROGRAMS**

20 ***Grant Reporting***

21 Cheryl Witt updated the Commission on the status of conservation districts that have not met recent grant
22 activity report deadlines. Annual Grant Activity Reports (Report of Accomplishments) were created as a
23 result of the coordinated effort by Commission Staff and an advisory committee to provide a simplified and
24 consistent method for districts to report their grant activities to the Commission. The Annual reporting
25 deadline of January 10 was set intentionally to coincide with legislative session dates. As of today, 65% of
26 the reports are in – 35% are not. It is extremely important that these reports are submitted by districts to the
27 Commission by the due date because they are used to compile important information for use with the
28 legislature. Missed reporting deadlines create a delay in our reporting to the Legislators.

29 A discussion followed regarding penalties that could be imposed on the districts that are late. This continues
30 the deadline/penalties discussion that was discussed over a year ago. WACD and WADE will personally call
31 the districts that have not turned in the Annual Activity Reports.

32 ***Grant Monies Procedures***

33 Mark Clark requested direction from the Commission on setting guidelines regarding the moving of monies
34 within the grant programs.

35 Historically, the Executive Director has been given the authority to move monies if those monies needed to be
36 spent before a biennium closed. The Commission has also directed the Executive Director and staff to make
37 recommendations to the Chair and Vice Chair and permission was given for distribution of returned funds. It
38 was also discussed that a subcommittee be established to receive feedback from the conservation districts and
39 WACD with recommendations for use of funds when returned funds are available.

40 A discussion followed. There are weekly leadership calls where the Chair and Vice Chair are present and
41 permission is given. The question becomes the definition of “sizable”.

42 The Commission directed staff to take a look at recommending guidelines for moving grant monies to the
43 Commission. When these types of decisions are made by the Chair and Vice Chair, an email or phone call
44 will be given to the rest of the Commissioners.

Grant Monthly Financial Reviews

Mark Clark noted that the Grants Staff continue to work with the Office of Financial Management, Small Agency Client Services on monthly grant financial reviews so that the amounts balance.

Conservation Grant Reviews (CGRs)

Thurston Conservation District CGR is completed. Others are scheduled to begin in the spring of 2004.

AGENCY/ORGANIZATION REPORTS

Commissioner Ed Adams, WSU College of Agricultural, Human and Natural Resources

Regulatory Issues

Dick Thompson named Interim Athletic Director for WSU.

Rod Hamilton, Farm Service Agency (FSA)

State Farm Bill

Budget

Aerial Photograph Conversion

Gus Hughbanks, Natural Resource Conservation Service (NRCS)

Conservation Security Program

2003& 2004 Environmental Quality Incentives Program

Budget

Commissioner Bill Boyum, Washington Department of Natural Resources

Local Workgroups

Road Maintenance and Abandonment Plans

Commissioner Lee Faulconer, Department of Agriculture

Dairy Nutrient Management Program

Legislature

John Larson, Washington Association of District Employees (WADE)

WACD Issues Committees

WADE Training Conference

Commissioner Paul Stoker, Washington Association of Conservation Districts (WACD)

Building Relationships

WACD Committees and Taskforce Committees

Envirothon Program

Collection of Information from the Districts

WACD Officer and Director Meeting in Olympia, February 10-11, 2004

Commissioner Lynn Brown, Plant Materials Center (PMC)

Recent Burglary – All Computers Stolen

Lagging Sales Continue

WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS (WACD)

WACD Resolutions

Mark Clark passed out a complete listing of the 2003 WACD Resolutions passed at the WACD Annual Meeting held in December 2003 for information purposes. Three resolutions were passed that require the

Commission take a role. Two of those three resolutions pertain to CREP. Mr. Clark would like direction from the Commission on the role of the Commission and staff for the resolutions.

Chairman Eriksen emphasized that more discussion needs to take place and is concerned about the staff involvement and time that some of the resolutions contain. Chairman Eriksen asked Mark Clark to work with WACD on the resolutions.

WASHINGTON ASSOCIATION OF DISTRICT EMPLOYEES (WADE)

WADE Training

John Larson requested funding for the 2004 Annual WADE Training Conference. The training is to be held from June 14th through 16th in Leavenworth, Washington. Historically, the Commission has looked at the operating budget to help fund this training as an opportunity for the conservation districts to attend.

Currently, there is \$10,000 dollars available to contribute to this training. Possibly more money may be available at a later date. Mr. Clark is unable to commit to more funding at this time.

A discussion was held regarding the available funding for this training and participation from the districts.

Commissioner Peters moved to contribute \$10,000 towards Washington Association of District Employees 2004 Annual Training Conference. Commissioner Faulconer seconded. Motion passed.

CONSERVATION DISTRICT UPDATE

Commissioner Brown, Kittitas County Conservation District

- *South Central Area Director appointed – Mark Moore of the Kittitas Conservation District*

OTHER CONSERVATION COMMISSION BUSINESS

Authorized Travel

Commissioner Brown moved to authorize the Executive Director, Chair, and Vice Chair participation in information and education to Washington State representatives to the Legislative Conference in Washington DC held in March 2004. Commissioner Boyum seconded. Motion passed.

Commissioner Brown moved to authorize the Executive Director participation and attendance at the National Association of State Conservation Agencies Strategic Planning Meeting to be held in Montana held in February 2004. Commissioner Boyum seconded. Motion passed.

Information Technology (IT) Security Plan

Tom Salzer gave a short presentation on information technology security issues that were addressed in the IT Security Audit that was performed at the end of December. New policies and procedures will be developed and shared with the Commission as they are created. The Department of Informational Services and the Informational Services Board require the following plans and reports: IT Portfolio, IT Strategic Planning, IT Security Plan, Feasibility Study, IT Annual Planning, Disaster Recovery and Business Resumption, IT Decision Packages, and Risk Assessment. The majority of the reports are due annually at the end of August.

A discussion ensued regarding the information held in the Security Plan and additional staff time required not only by the Commission staff but also by NRCS.

The Commission expressed strong interest in receiving a detailed summary of the IT Security Plan and assurance that the August 2004 deadline would be met by staff.

1 ***WSCC Office Relocation***

2 Mark Clark gave an update on the WSCC office relocation. The decision to relocate the office brings
3 concerns on relocating to non-state buildings and/or if the saved monies would stay within our budget. It was
4 determined that a move at this time would not be in the best interest of the Commission. Further thought and
5 research will be given on any potential future office relocation.

6 ***Japanese Knotweed Project***

7 Information on the Japanese Knotweed Project is included in the packet. If there are any questions, they can
8 be directed to George Mahoney at the Clark Conservation District. Mr. Mahoney requested support from the
9 Commission on the possibility of having the funds flow through the Commission.

10 ***Chair and Vice Chair Election***

11 **Commissioner Brown made a recommendation to extend Commissioner Eriksen as**
12 **Chair and Commissioner Peters as Vice Chair. Commissioner Boyum moved for**
13 **nominations to be closed. Commissioner Reid seconded. Motion passed.**

14 ***Next Commission Meeting***

15 March 17 and 18, 2004 in Puyallup, Washington. Strategic Planning will begin on March 17th at 9:00 a.m.

17 **ADJOURNMENT**

18 Chair Eriksen adjourned the meeting after a tour was given by the Squaxin Island Tribal Museum at 3:15 p.m.